

PROFESSIONAL DEVELOPMENT PLAN

Professional-Technical Education Personnel

Date: _____, ____ To _____, ____

This Professional Development Plan shall be developed by you, the professional-technical education professional, with the concurrence of your employer or supervisor and an approved Occupational Teacher Educator, as indicated by signatures below. The plan shall be developed during the validity of the initial year of certification and updated with each certificate renewal. This plan or your college's form shall be filed with the administrator on campus responsible for monitoring professional development.

Name:		SS#	
Home Address:		Phone:	
Current Position:			
Work Address:		Phone:	
Current credential(s) held:			
Credential(s) sought:			
Professional Development Plan Goal Statement:			
ACTIVITY PLANNED: (See next page for suggested activities) Course/Workshop/Seminar/other	Location of Activity/University (if known)	Date(s) Planned	Credit/Clock Hours (anticipated)
INDUSTRY EXPERIENCE/OTHER			
Local Supervisor:		On-campus/University Teacher Educator:	
Title:		Institution:	
Institution:		Teacher Educator's Signature:	
Supervisor Signature:		Date:	
Your Signature:		Date:	
REVISIONS TO THIS PROFESSIONAL DEVELOPMENT PLAN MAY BE MADE AT ANY TIME. MAKE NOTE OF CHANGES ON THIS SHEET, HAVE YOUR SUPERVISOR INITIAL, AND SEND A COPY TO THE ADMINISTATOR ON CAMPUS RESPONSIBLE FOR MONITORING PROFESSIONAL DEVELOPMENT. Revised 1-04			

Form C3
(POSTSECONDARY)

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INDIVIDUALIZED NEEDS ASSESSMENT

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The following suggested topics are provided to assist in developing your professional development plan.

Needs Related Directly to Instruction

Planning, development and evaluation. Surveys adv. committee, occ. Analysis	Instructional planning. Develop units of instruction, prepare materials/learners.
Platform skills/instructional execution/basic methods.	Evaluating instruction. Assessing learner performance.
Managing instruction. Budgeting, filing, inventory, records.	Professional-Technical guidance. Gathering student data, providing information/education and careers.
School-community relations. Public relations aspects.	Establishing and maintaining a professional-technical student organization.
Professional role development. Teaching profession, establishing a philosophy.	Coordinating a cooperative professional-technical education program. Using CVE as a method.
Implementing competency-based education. Materials and organization.	Special needs students in professional-technical education program. How to teach and meet their needs.
Assisting students in improving their basic skills. Communications and math.	Computer applications in professional-technical education.
Conferencing techniques. Planning for and conducting small/large conferences.	Statistics. Reading, understanding, and utilizing statistical information.
Human development. Theories of learning related to human growth and development.	Multicultural students. Their needs and interests and how to relate to them.
Research. How to read and use the information from research.	Occupational upgrade.
Laboratory management. Safety, layout of equipment, organizing student, maintenance.	

Administrative/Supervisory/Master Teacher Needs

Local program planning, development, and evaluation	Coordination of professional-technical programs.
Managing student recruitment and retention	Administration and supervisors of professional-technical programs, curriculum development, managing CBVE.
Appraising staff development needs and planning for staff development.	Personnel and personnel affairs management.
Business and financial management.	Facilities planning and maintenance.
Communication.	Establishing linkages with industry.
Research. How to conduct research and analyze and utilize findings.	Supervisor ship/foremanship

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